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AFSC 5R0X1

Chaplain Assistant

CAREER FIELD EDUCATION

AND TRAINING PLAN

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CHAPLAIN ASSISTANT SPECIALTY
AFSC 5R0X1

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Part I

Preface

1. This Career Field Education and Training Plan (CFETP) for the Chaplain Assistant Specialty is a comprehensive education and training document that identifies life-cycle education/training requirements, training support resources, and minimum core task requirements for this specialty. This plan identifies mandatory and optional skill level training Chaplain Assistant personnel must receive during their military career and provides a clear career path to success in all aspects of career field training.

2. The CFETP consists of two parts; both parts of the plan are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. Section A explains how everyone will use the plan; Section B identifies career field progression information, duties and responsibilities, training strategies, and career field path; Section C associates each level with specialty qualifications (knowledge, education, training, and other); Section D indicates resource constraints, i.e., funds, manpower, equipment, facilities

2.2. Part II includes the following: Section A identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training, Air Education and Training Command (AETC) conducted training, core/wartime tasks, and correspondence course requirements; Section B contains the course objective list for the initial and advanced skill courses; Section C identifies available support materials. An example is a qualification training package (QTPs which may be developed to support proficiency training); Section D identifies a training course index supervisors can use to determine resources available to support training; Section E identifies MAJCOM unique training requirements supervisors can use to determine additional training required for the associated qualification needs.

3. Using guidance provided in the CFETP will ensure individuals in this specialty receive effective and efficient training at the appropriate point in their career. This enables training of today's work force for tomorrow's jobs. At unit level, supervisors and trainers will use Part II to identify, plan, and conduct training commensurate with the overall goals of this plan.

ABBREVIATIONS/TERMS EXPLAINED

Air Force Job Qualification Standard/Command Job Qualification Standard (AFJQS/CJQS). A comprehensive task list, which describes a particular job type or duty position. They are used by supervisors to document task qualifications. The tasks on AFJQS/CJQS are common to all persons serving in the described duty position.

Air Force Specialty Code (AFSC) - Enlisted. A combination of five numbers or letters used to specifically identify an individual's career field and skill level.

Career Field Education and Training Plan (CFETP). A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training for a career field. It outlines a logical growth plan that includes training resources and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

Chaplain Assistant. Enlisted personnel assigned to the Air Force Chaplain Service.

Chaplain Service Institute (CSI). Chaplain and enlisted technical training and education are collocated at the CSI.

Continuation Training. Additional training exceeding requirements with emphasis on present or future duty assignments.

Core Task. A task Air Force career field managers (AFCMs) identify as a minimum qualification requirement within an Air Force specialty or duty position

Course Objective List (COL). A publication, derived from initial/advanced skills course training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3 and 7-skill levels in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance with AFI 36-2201, Developing, Managing and Conducting Training.

Enlisted Specialty Training (EST). A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

Initial Skills Training. A formal resident course which results in award of the 3-skill level AFSC.

Job Rotation. Change of duties within an AFSC to ensure airmen have a breadth of experience.

Occupational Survey Report (OSR). A detailed report showing the results of an occupational survey of tasks performed within a particular AFS.

On-the-Job Training (OJT). Hands-on, over-the-shoulder training conducted to certify personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

Professional Military Education (PME) - Enlisted. An AF program to broaden enlisted members' perspectives and increase their knowledge of military studies, communicative skills, leadership, Quality Air Force principles and concepts, and supervision, preparing them to assume more responsibility.

Qualification Training (QT). Actual hands-on task performance training designed to qualify an individual in a specific duty position. This portion of the dual channel on-the-job training program occurs both during and after the upgrade training process. It is designed to provide the performance skills required to do the job. QT becomes necessary when personnel transfer duty positions, a new piece of equipment is assigned, new techniques or procedures are developed, or a need for increased productivity.

Qualification Training Package (QTP). An instructional package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

Resource Constraints. Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

Skill Level. The level of qualification within an awarded Air Force specialty, shown by the fourth digit of the AFSC, e.g., 5R0X1: 1 - unskilled (helper); 3 - semiskilled (apprentice); 5 - skilled (journeyman); 7 - advanced (craftsman); 9 - manager/supervisor (superintendent).

Skills Training. A formal course which results in the award of a skill level.

Specialty Training. A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in the award of a skill level.

Specialty Training Standard (STS). An Air Force publication that describes skills and knowledge's that airman in a particular Air Force specialty needs on the job. It further serves as a contract between the Air Education and Training Command and the user to show the overall training requirements for an Air Force specialty code that the formal schools teach.

Total Force. All collective Air Force components (active, reserve, guard, and civilian elements) of the United States Air Force.

Training Capability. The capability of a training setting to provide training on specified requirements, based on the availability of resources.

Upgrade Training (UGT). Mandatory training which leads to attainment of higher level of proficiency.

Utilization and Training Workshop (U&TW). A forum of MAJCOM Air Force Specialty Code (AFSC) functional managers, Subject Matter Experts (SMEs), and AETC training personnel that determines career ladder training requirements.

Section A - General Information

1. Purpose. This CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM functional managers (MFMs), commanders, training managers, supervisors and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this Air Force Specialty (AFS) receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is the AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. This training is provided by Air University's USAF Chaplain Service Institute (CPD/HC) at Maxwell AFB AL. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 3-, 5-, 7-, 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

1.1. Serves as a tool to plan, conduct, and evaluate a career field training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

1.2. Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

1.3. Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

1.4. Identifies major resource constraints, which impact full implementation of the desired career field training process.

2. Use. This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

2.1. The USAF Chaplain Service Institute (CPD/HC) will develop/revise initial, advanced, and special formal courses, CDCs, and exportable training based on requirements established by the users and documented in Part II of this CFETP. They will work with the Air Force career field manager to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

2.2. MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, CDCs, contract training, or exportable courses can satisfy identified requirements.

2.3. Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

3. Coordination and Approval. The CFETP will be approved and maintained by the Air Force

career field manager (HQ USAF/HC). MFMs and CPD/HC will review the CFETP annually to ensure currency and accuracy. Recommend changes be forwarded to HQ USAF/HC. Commands must not develop training that can be satisfied by existing courses.

Section B - Career Progression and Information

4. Specialty Description.

4.1. Specialty Summary. Applies direct integrated support processes to ensure the free exercise of religion in the Air Force. Manages and implements support processes essential to executing Air Force Chaplain Service's core processes – religious observances, pastoral care, and advice to Air Force leadership regarding spiritual, religious, ethical and moral concerns. Manages and applies personnel, logistics, and professional resources to support chapel-based, unit, medical and deployed ministries. Provides nonclergy support for chaplain professional ministry. Applies religious sensitivities to support the distinctive spiritual needs of the pluralistic military community. Related DoD Occupational Subgroup: 561.

4.2. Duties and Responsibilities

4.2.1. Manages and implements support of religious observances. Coordinates religious observance requirements, assesses support needs, formulates plans, and prioritizes the use of available support resources to enable chaplain professional ministry including: worship services, liturgies, rites, and ceremonies. Prepares and maintains religious accouterments, facilities, and equipment. Organizes, trains, supervises, and coordinates with laity to support chapel-based ministry. Prepares and maintains public relations materials and professional information resources. Obtains, operates, and maintains multimedia systems. Identifies and coordinates support requirements for religious observances with medical, mortuary affair, honor guard, protocol, etc.

4.2.2. Manages and implements support of pastoral care. Coordinates pastoral care requirements and assesses support needs. Formulates plans and prioritizes the use of available support resources. Enables the chaplain professional ministries to provide religious instruction, spiritual renewal, lay training, involvement and recognition, pastoral counseling, crisis intervention and critical incident stress management, spiritual nurturing, pastoral visitation, and ecclesiastical relations. Applies knowledge of religious cultures, crisis intervention, and critical incident stress management to support chaplain emergency ministrations. Responds to aircraft crash sites, hostage situations, casualty collection points, evacuation and deployment centers, and areas of need to support chaplain team members. Protects privileged communication by locating appropriate areas for chaplain pastoral counseling. Safeguards privileged communication and sensitive information. Coordinates support requirements for chaplain pastoral counseling with medical and mortuary affairs personnel. Coordinates, prepares, and presents religious culture briefings. Publicizes availability of chaplain professional services to assigned personnel. Coordinates and develops stewardship and social outreach activities appropriate to host communities. Coordinates Chaplain Service activities with military and civilian organizations.

4.2.3. Manages and implements support processes, which aid chaplains in giving advice to Air Force leadership. Supports chaplain professional advice regarding spiritual, religious, ethical and moral issues. Interprets and implements Chaplain Service support policies, responsibilities and procedures inherent to the free exercise of religion. Assists in resolving accommodation of religious practice issues.

4.2.4. Executes Chaplain Service management processes. Manages Chaplain Service budgets and support systems. Assesses ministry support and the application of available resources, analyzes data, implements adjustments, and conducts follow-up. Safeguards religious offerings and Chaplain Service resources. Provides force protection for chaplains. Manages and coordinates Chaplain Service control center operations. Ensures equitable distribution of resources to support pluralistic ministry needs. Administers and manages Chaplain Service nonappropriated fund automated systems, internal controls, and resources. Develops and executes ministry support plans and annexes. Coordinates religious support requirements for contingency operations. Procures ecclesiastical equipment and supplies. Coordinates inter-service and host-tenant support agreements impacting ministry needs and requirements. Coordinates and maintains non-chaplain additional resource personnel documents. Assesses and processes religious facility maintenance, modification, and new construction to meet ecclesiastical and professional ministry requirements. Provides protocol and manages special projects and programs in support of visiting ecclesiastical representatives. Maintains religious data lists of assigned personnel. Plans, conducts, and analyzes religious program needs assessments. Maintains and provides statistical and decision-support information for program planning. Assists in developing programs designed to meet the spiritual needs of the community.

5. Skill/Career Progression. Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career.

5.1. Apprentice (3) Level. Initial skills and knowledge training is conducted in a formal resident course (M3ABR5R031) by the USAF Chaplain Service Institute at Maxwell AFB AL. Upon completion of initial skills training, a trainee will work with a trainer to enhance their knowledge and skills. They will utilize the Career Development Course (CDC) and Task Qualification Training (TQT) and other exportable courses to progress in the career field. The trainee will enter a job qualification training (JQT) period to become certified in those duty position tasks identified in the Specialty Training Standard (STS) by the supervisor. Once task certified, a trainee may perform the task unsupervised.

5.2. Journeyman (5) Level. Once upgraded to the 5-level, a journeyman will enter into continuation training to broaden their experience base. Journeymen may be assigned job positions such as religious program and readiness support, financial and resource management, and various staff positions. Journeymen will complete any MAJCOM specific training. After award of the 5-skill level, airmen continue to serve as journeymen for approximately three additional years, pending the next promotion. Enrollment and progression toward a CCAF degree is highly encouraged after the 5-level is awarded. The journeyman should attend Airman Leadership School (ALS) after having 48 months in the Air Force. While improving job knowledge and abilities, the journeyman should focus on promotion to Staff Sergeant and progression to the 7-skill level.

5.3. Craftsman (7) Level. A craftsman can expect to fill various supervisory and management positions such as task certifier, readiness NCO, resource advisor, and noncommissioned officer in charge (NCOIC) of chapel functions. Craftsmen should take courses or obtain added knowledge on management of resources and personnel. After the 12-month UGT program, the craftsman will attend the advanced formal resident course (M3ACR5R071) conducted by the USAF

Chaplain Service Institute at Maxwell AFB AL. NCOs will continue to serve as craftsmen for approximately seven additional years, or promotion to Senior Master Sergeant (E-8). Job qualification and continuation training will continue with emphasis on management and supervision. After selection to Technical Sergeant (E-6), NCOs will attend the NCO Academy (NCOA) Course to receive advanced training on NCO duties and responsibilities. Upon promotion to Master Sergeant, NCOs may be selected to attend the Senior NCO Academy or volunteer to enroll in the Senior NCO Academy correspondence course.

5.4. Superintendent (9) Level. A superintendent can be expected to fill positions such as Superintendent of chapel functions, functional manager, and various staff NCOIC jobs. Additional training in the areas of budget, manpower, resources, and personnel management should be pursued through continuing education. After selection to Senior Master Sergeant (E-8), senior NCOs will attend the Senior Noncommissioned Officer Academy (SNCOA) Course to receive the highest level of management and leadership training. ANG and Reserve personnel may complete the Senior NCO Academy through correspondence courses. Additional higher education and completion of courses outside of their career AFSC are also recommended.

6. Training Decisions. The CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Chaplain Assistant career field. The spectrum includes a strategy for when, where, and how to meet the training requirements. The strategy must be apparent and affordable to reduce duplication of training and eliminate a disjointed approach to training.

6.1. Initial Skills. Initial/Entry level training is developed and taught by the USAF Chaplain Service Institute at Maxwell AFB AL (Course M3ABR5R031). This course provides the training and knowledge required to function in the Chaplain Assistant specialty as a non-clergy member of the USAF Chaplain Service. Major curriculum areas include an Introduction to World Religions, Pastoral Counseling Support, and Chaplain Team Support.

6.2. Five Level Upgrade Requirements. Five-skill level training contains two aspects in order to become a fully qualified Chaplain Assistant Journeyman: Specialty Qualifications and Upgrade Training. AFMAN 36-2108 contains specific prerequisites that are required and helpful to qualify for this specialty. While your support duties cover a very wide range of tasks, they can be grouped into three basic areas: Religious Observances and Pastoral Care Support, Readiness and Chaplain Team Support, and Resources Support. An additional five level upgrade requirement is the completion of the 5-level Career Development Course (CDC).

6.3. Seven Level Upgrade Requirements. Advanced training is developed and taught by the USAF Chaplain Service Institute at Maxwell AFB AL (Course M3ACR5R071). This course provides training and knowledge required to supervise and manage chaplain activities in a home-base and deployed environment. Major curriculum areas include applications of advanced concepts of contingency planning, appropriated and non-appropriated budget preparation, need assessment, supervising in the Chaplain Service. An additional seven level upgrade requirement is the completion of the 7-level CDC and 12 months UGT.

6.4. Proficiency Training. Any additional knowledge and skill requirements, which were not taught through initial skills or upgrade training, were assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOM-

FOA-DRU 5R0 Functional Managers develop a continuation training program that ensures individuals receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

7. Community College of the Air Force. Enrollment in CCAF occurs upon completion of basic military training. CCAF provides the opportunity to obtain Associates in Applied Sciences Degree. In addition to its associates degree program, CCAF offers the following:

7.1. Occupational Instructor Certification. Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

7.2. The Social Services Degree requirements applies to the 5R0XX occupational Specialties. Prior to completing an associate's degree, the 5-level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education..	24
Leadership, Management, and Military Studies........	6
Physical Education	4
General Education.....	15
Program Elective.......	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
Total..	64

7.2.1. Technical Education (24 Semester Hours): A minimum of 12 semester hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

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Technical Core
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Subjects/Courses	Maximum Semester Hours
CCAF Internship ………………………………………………………….	18
Chapel Service Support……………………………………………………	15
Counseling………………………………………………………………….	12
Cultural Diversity……………….. ……………………………………..	9
Equal Opportunity Management……………………………………………	9
Ethnic Studies….. …………………………………………………………	3
Family Services Administration……………………………………………	15
Group Dynamics……………….. …………………………………………	6
Social Problems……………………………………………………………	3
Social Psychology…………………………………………………………	3
World Religions……………………………………………………………	3

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Technical Electives
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Subjects/Courses	Maximum Semester Hours

Abnormal Psychology……………………………………………………………...3
Computer Science…………………………………………………………………6
Enlisted Professional Military Education……………………………………… 6
General Psychology………………………………………………………………3
General Sociology………………………………………………………………… 3
Human Communication ………………………………………………………….. 3
Human Development & Learning………………………………………………… 3
Instructional Methodology………………………………………………………3
Interviewing Techniques………………………………………………………… 3
Principles of Accounting………………………………………………………… 3
Statistics…………………………………………………………………………... 3
Technical Writing……………………………………………………………… 3

7.2.2. Leadership, Management, and Military Studies (6 Semester Hours): Professional military education and/or civilian management courses.

7.2.3. Physical Education (4 Semester Hours): This requirement is satisfied by completion of Basic Military Training.

7.2.4. General Education (15 Semester Hours): Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with the definitions of applicable General Education subjects/courses as provided in the CCAF General Catalog.

7.2.5. Program Elective (15 Semester Hours): Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the CCAF General Catalog for details regarding the Associates of Applied Science for this specialty.

7.3. Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command Instructor should be actively pursuing an associates degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

7.4 Personnel currently in the Information Management program may change their enrollment to Social Services beginning 1 January 2002. However, if they earned the Information Management degree using the Chaplain AFSC, they will not be eligible to earn the Social Services degree. Personnel are permitted to earn only one degree per eligible AFSC/RI/SDI.

8. Career Field Path. Charts depicting this specialty's skill level progression path are presented on the next two pages. The career path outlines when training is required for each skill level within this specialty.

8.1. Enlisted Career Path.

Table 8.1. Enlisted Career Path	GRADE REQUIREMENTS			
Education and Training Requirements	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 16 months		
Upgrade To Journeyman (5-Skill Level) - Complete minimum 15 months in UGT - Complete mandatory CDC if/when available. - Complete all core tasks identified in CFETP and other duty position tasks identified by supervisor. - Meet mandatory requirements listed in Specialty Description and CFETP. - Recommended by supervisor.	SrA (See Note 1)	3 years	28 months	10 Years
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	**Trainer** - Trainer must be qualified and certified on tasks to be trained. - Must attend formal AF Training Course and appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - Complete mandatory CDC if/when available. - Complete all core tasks identified in CFETP and other duty position tasks identified by supervisor. - Advanced Technical School.	SSgt	7.5 years	3 years	20 Years
Retrainees: - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	**Certifier** - SSgt with a 5-skill level or civilian equivalent. - Attend formal AF Training Course and appointed by Commander. - Be a person other than the trainer (Core and Critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt MSgt	12.5 years 16 years	5 years 8 years	22 Years 24 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt or SMSgt select, or a selected MSgt - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	26 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt.	CMSgt	21.5 years	14 years	30 Years

NOTE 1: Rank of Senior Airman is not a requirement for upgrade to the 5-skill level.

8.2. **Enlisted Career Path (Air Reserve Components).**

Table 8.2. Enlisted Career Path (Air Reserve Components)				
Education and Training Requirements	**GRADE REQUIREMENTS**			
	Rank (See Note 1)	Average Sew-On (See Note 2)	Earliest Sew-On	High Year Of Tenure (HYT) (See Note 3)
Basic Military Training school				
Apprentice Technical School (3-Skill Level)	Amn A1C	6 months 12 months		
Upgrade To Journeyman (5-Skill Level) - Minimum 15 months UGT. - Complete 5-level CDCs. - Complete all core tasks identified in CFETP and other duty position tasks identified by supervisor. - Meet mandatory requirements listed in Specialty Description and CFETP. - Recommended by supervisor.	SrA (See Note 4)	3 years	28 Months	
Airman Leadership School (ALS) - Must be a SrA with 48 months time in service. - Completion is a prerequisite for SSgt sew-on.	**Trainer** - Trainer must be qualified and certified on tasks to be trained. - Must attend formal AF Training Course and appointed by Commander.			
Upgrade To Craftsman (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - Complete 7-level CDCs. - Advanced Technical School.	SSgt (See Note 5)	8.25 years	3 years	33 Years
Retrainees: - Minimum 9 months for 5-level - Minimum 12 months for 7-level UGT	**Certifier** - SSgt with a 5-skill level or civilian equivalent. - Attend formal AF Training Course and appointed by Commander. - Be a person other than the trainer (Core and Critical tasks only).			
Noncommissioned Officer Academy (NCOA) - Must be SSgt or TSgt - Completion is a prerequisite for MSgt sew-on.	TSgt MSgt	14.6 years 17.1 years	5 years 8 years	33 Years 33 Years
USAF Senior NCO Academy (SNCOA) - Must be a SMSgt, SMSgt select, or a selected MSgt. - Completion is a prerequisite for SMSgt sew-on.	SMSgt	18 years	11 years	33 Years
Upgrade To Superintendent (9-Skill Level) - Minimum rank of SMSgt. - Completion of SNCOA.	CMSgt	21.4 years	14 years	33 Years

NOTE 1: Promotion up to SSgt is non-competitive. IMA has to meet minimum Enlisted Promotion Criteria and have 1 year satisfactory service in the IMA program.
NOTE 2: Air Reserve Component representatives coordinated average sew-on times.
NOTE 3: High Year Tenure applicable for active duty personnel only.
NOTE 4: In the IMA program a SrA only needs a 3-skill level, but will need 5-skill level for promotion to SSgt. Earliest sew-on is 1 year satisfactory service.
NOTE 5: In the IMA program a SSgt only needs a 5-skill level but must have 7-skill level to be eligible for promotion to TSgt.

Section C - Skill Level Training Requirements

9. Purpose. Skill level training requirements in this career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS at Part II, Sections A and B of this CFETP.

10. Specialty Qualification.

10.1. Apprentice Level Training: 5R031

10.1.1. **Specialty Qualification.**

10.1.1.1. Knowledge. Knowledge is mandatory of: world religions, concepts of religious pluralism in the Air Force and faith group requirements; principles of interpersonal relationships, interviewing techniques and crisis intervention skills; and principles of readiness operations.

10.1.1.2. Education. For entry into this specialty, completion of courses in English composition, typing, accounting, computer operations, information systems, world religions, and human behavior is desirable.

10.1.1.3. Training. Completion of the Chaplain Assistant Apprentice Course is mandatory.

10.1.1.4. Experience. Experience is mandatory in counseling support and religious facility preparation.

10.1.1.5. Other. Certification is mandatory by the senior chaplain and noncommissioned officer in charge that the individual has been interviewed and is acceptable for entry. Ability to type or keystroke on a keyboard at a minimum rate of 20 words per minute is mandatory.

10.1.2. Training Sources and Resources. Completion of initial skills training, Chaplain Assistant Apprentice course (M3ABR5R031) at Maxwell AFB AL, satisfies the knowledge and training requirements specified in the Specialty Qualification section (above) for award of the 3-skill level. Column 4A of the Specialty Training Standard in Part II, Sections A of this CFETP, identify all the knowledge and tasks. A list of all training courses to support this AFSC is at Part II, Section D of this CFETP.

10.1.3. Implementation. After graduation from Basic Military Training, airmen will be sent to Maxwell AFB AL, where they will enter initial skills training. After specialty course graduation, trainees will be awarded the AFSC 5R031 and report to their first duty station. Apprentices will be assigned a qualified trainer and enter the on-the-job training (OJT) program to become proficient in their assigned duty position.

10.2. Journeyman Level Training: 5R051.

10.2.1 Specialty Qualification.

10.2.1.1. Knowledge. Knowledge is mandatory of: world religions, concepts of religious pluralism in the Air Force and faith group requirements; principles of interpersonal relationships, interviewing techniques and crisis intervention skills; personnel readiness, war planning, and mobilization procedures; appropriated fund, basic accounting principles, and religious facility management.

10.2.1.2. Education. For entry into this specialty, completion of courses in English composition, typing, accounting, computer operations, information systems, world religions, and human behavior is desirable.

10.2.1.3. Training. Completion of CDC and all STS 5-skill level minimum core tasks are mandatory for award of AFSC 5R051.

10.2.1.4. Experience. Qualification in and possession of AFSC 5R031. Also, experience in religious program support and chaplain service fund accounting procedures.

10.2.1.5. Other. None.

10.2.2. Training Sources and Resources. STS upgrade training (UGT) and a CDC satisfy the knowledge and training requirements specified in the Specialty Qualification section (above) for award of the 5-skill level. The STS, found in part II, Section A of this CFETP, lists in column 2 those 5-skill level minimum core tasks for UGT and Column 4B identifies the knowledge requirements for the CDC. OJT support materials and a list of all training courses to support this AFSC are at Part II, Sections C and D of this CFETP.

10.2.3. Implementation. After graduation from technical training school, airmen enter UGT, which consists of task qualification training and completion of CDC 5R051. A qualified trainer will be assigned to train airmen on the core tasks. Trainees will complete the applicable CDC and all STS minimum "5" core tasks prior to upgrade of AFSC 5R051.

10.3. Craftsman Level Training: 5R071

10.3.1. Specialty Qualification.

10.3.1.1. Knowledge. Knowledge is mandatory of: critical incident stress management, principles of interpersonal relationships, interviewing techniques and crisis intervention skills; Air Force records, information systems and publications; appropriated fund resource and Chaplain Service Fund management; and communications and computer resource security.

10.3.1.2. Education. For entry into this specialty, completion of courses in English composition, typing, accounting, computer operations, information systems, world religions, and human behavior is desirable.

10.3.1.3. Training. Completion of CDC, all STS 7-skill level minimum core tasks, and Chaplain Assistant Craftsman Course are mandatory for award of AFSC 5R071.

10.3.1.4. Experience. Qualification in and possession of AFSC 5R051. Also, experience supervising or performing functions such as planning, supervising, and inspecting chaplain support activities; managing appropriated fund budgets, and supply and equipment accounts; or managing readiness operations.

10.3.1.5. Other. None

10.3.2. Training Sources and Resources. Completion of STS Upgrade Training (UGT); 5R071 Career Development Course; and advanced skills training, Chaplain Assistant Craftsman Course (M3ACR5R071) at Maxwell AFB AL, satisfies the knowledge and training requirements specified in the Specialty Qualification section (above) for award of the 7-skill level. The STS, found in Part II, Section A of this CFETP, lists in Column 2 those 7-skill level minimum core tasks for UGT, Column 4C(1) identifies the knowledge requirements for the CDC, and Column 4C(2) identifies the knowledge and skill requirements for the advanced course. The OJT support materials, and a list of all training courses to support this AFSC are at Part II, Sections C, and D of this CFETP.

10.3.3. Implementation. Upon selection for promotion to Staff Sergeant (E-5), NCOs will enter and complete UGT which consists of task qualification training and completion of CDC 5R071. A qualified trainer will be assigned to train NCOs on the core tasks. NCOs will be selected by HQ AFPC to attend the advanced course, Chaplain Assistant Craftsman Course (M3ACR5R071) at Maxwell AFB AL. After completion of CDC, minimum 12 months UGT, and graduation from the advanced course NCOs will be awarded AFSC 5R071.

10.4. Superintendent Level Training: 5R091

10.4.1 Specialty Qualification.

10.4.1.1. **Knowledge.** Knowledge is mandatory of inspection and evaluation procedures.

10.4.1.2. Education. N/A.

10.4.1.3. Training. N/A.

10.4.1.4. Experience. Qualification in and possession of AFSC 5R071. Also, experience organizing and managing Chaplain Service support activities.

10.4.1.5. Other. None

10.4.2. Training Sources/Resources. The SNCOA course and proficiency in assigned duty position satisfy the knowledge and training requirements specified in the Specialty Qualification section (above) for award of the 9-skill level. OJT support materials, and a list of all training courses to support this AFSC are at Part II, Sections C and D of this CFETP.

10.5. Implementation. This CFETP is initiated anytime individuals are assigned duties they are not qualified to perform.

Section D - Resource Constraints

11. Constraints: None identified.

Part II

Section A - Specialty Training Standard

1. Implementation. AETC provides technical training through the use of this STS to develop curriculum for all Chaplain Assistant courses. This CFETP will be used for the 3-level Chaplain Assistant Apprentice courses beginning 20011009 and graduating 20011110. This CFETP will be used for 7-level Chaplain Assistant Craftsman courses beginning 20020219 and graduating 20020329.

2. Purpose. As prescribed in AFI 36-2201, this CFETP Part II:

2.1. Column 1 (Task, Knowledge, and Technical Reference) lists the most common tasks, knowledge, and technical references (TR) necessary for airman to perform duties in the 3-, 5-, and 7-skill level. **Column 2** (Core/Wartime Tasks) identifies specialty-wide training requirements. Asterisked items (*) are minimum requirements for wartime resident courses.

2.2. Column 3 provides certification for OJT. **Sub-columns** are used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification, as a minimum, must show Start Date (if applicable), Tng Comp Date, Certifier Initials, Trainer and Trainee Initials on core tasks. All other tasks require Trainer and Trainee Initials only.

2.3. Column 4 shows formal training and correspondence course requirements. Columns show the proficiency to be demonstrated on the job by the graduate as a result of training on the task/knowledge and the career knowledge provided by the correspondence course.

2.4. Qualitative Requirements. STS attachment contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and career development courses.

2.5. Becomes a job qualification standard (JQS) for on-the-job training when placed in AF Form 623, **On-The-Job Training Record**, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

2.5.1. Documentation. Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part 2 of the CFETP: Training Completed, Trainee Initials, Trainer Initials, Certifier Initials (if applicable).

2.5.1.1. Converting to new CFETP. Use the new CFETP to identify and certify all past and current qualifications. For those tasks previously certified and required in the current duty position, evaluate current qualifications and, when verified, recertify using current date as completion date and enter trainee's and certifier's initials. (NOTE: For transcribing procedures, the supervisor fulfills the role of a certifier and places initials in the certifier column. This applies to core or critical tasks only.) For previous certification on tasks not required in the current duty position, carry forward *only* the previous completion date (not the initials of another person). If and when transcribed tasks become duty position requirements, recertify using standard certification procedures. Upon completion of the transcription process, give the old CFETP to the member.

2.5.1.2. Documenting Career Knowledge. For two-time CDC course exam failures: supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the trainer/supervisor, and receives certification on the STS. *NOTE:* Career Knowledge must be documented prior to submitting a CDC waiver.

2.5.1.3. Decertification and Recertification. When an airman is found to be unqualified on a task previously certified for his or her position, the supervisor lines through the previous certification or deletes previous certification when using automated system. Appropriate remarks are entered on the AF Form 623A, **On-The-Job Training Record Continuation Sheet**, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry. If and when these tasks become a duty position requirement, recertify with current date, trainee's initials and trainer's initials. If it is a core task, use the certifier's initials in addition to the trainer's initials just as you would for initial certification on core tasks.

2.5.2. Training Standard. Tasks are trained and qualified to the "go" level. "Go" means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

2.6. Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Specialty Knowledge Tests (SKTs) are developed at the USAF Occupational Measurement Squadron by senior NCOs with extensive practical experience in their career fields. The tests sample knowledge of STS subject matter areas judged by test development team members as most appropriate for promotion to higher grades. Questions are based upon study references listed in the WAPS catalog. WAPS is not applicable to the Air Force Reserve or Air National Guard.

3. Recommendations. Report unsatisfactory performance of individual course graduates to USAF Chaplain Service Institute, Technical Training, CPD/HCP, 155 N. Twining Street, Maxwell AFB AL 36112-6429, DSN 493-7705. Reference specific STS paragraphs.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

LORRAINE K. POTTER
Chaplain, Major General, USAF
Chief of the Chaplain Service

This Block Is For Identification Purposes Only			
Name Of Trainee			
Printed Name (Last, First, Middle Initial)		Initials (Written)	SSAN
Printed Name Of Certifying Official And Written Initials			
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	
N/I		N/I	

QUALITATIVE REQUIREMENTS

Proficiency Code Key		
	Scale Value	Definition: The individual
Task Performance Levels	1	Can do simple parts of the task. Needs to be told or shown how to do most of the task. (Extremely Limited)
	2	Can do most parts of the task. Needs only help on hardest parts. (Partially Proficient)
	3	Can do all parts of the task. Needs only a spot check of completed work. (Competent)
	4	Can do the complete task quickly and accurately. Can tell or show others how to do the task. (Highly Proficient)
*Task Knowledge Levels	a	Can name parts, tools, and simple facts about the task. (Nomenclature)
	b	Can determine step by step procedures for doing the task. (Procedures)
	c	Can identify why and when the task must be done and why each step is needed. (Operating Principles)
	d	Can predict, isolate, and resolve problems about the task. (Advanced Theory)
**Subject Knowledge Levels	A	Can identify basic facts and terms about the subject. (Facts)
	B	Can identify relationship of basic facts and state general principles about the subject. (Principles)
	C	Can analyze facts and principles and draw conclusions about the subject. (Analysis)
	D	Can evaluate conditions and make proper decisions about the subject. (Evaluation)

Explanations

* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task. (Example: b and 1b)

** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to any specific task, or for a subject common to several tasks.

- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.

X This mark is used alone in course columns to show that training is required but not given due to limitations in resources.

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC
NOTE 1: Users are responsible for annotating training references to identify current references pending STS revision										
NOTE 2: Underlined training references are commercial publications or other service publications that are essential for OJT and mission accomplishment										
NOTE 3: Items in column 2 marked with an asterisk (*) are tasks/knowledge that are trained in resident wartime courses										
NOTE 4: Codes for column 2, Core Tasks 　　5 - Required for 5-skill level upgrade training 　　7 - Required for 7-skill level upgrade training 　　+ - Required for on-going task training 　　K - Subject knowledge item only, NOT for task qualification training										
1. USAF CHAPLAIN SERVICE										
1.1. Mission of the Chaplain Service TR: DODD 1300.17, JP1-05, AFMANs 36-2105, 36-2108, AFPD 52-1, AFI 52-101, AFI 52-102, AFI 52-103, AFI 52-104	K*						A	B	C	-
1.2. The Role of the Chaplain	K*						A	B	-	-
1.3. Duties and responsibilities of the Chaplain Assistant Apprentice	K*						A	-	-	-
1.4. Duties and responsibilities of the Chaplain Assistant Journeyman	K*						A	B	-	-
1.5. Duties and responsibilities of the Chaplain Assistant Craftsman	K*						A	-	C	B
1.6. Duties and responsibilities of the Chaplain Assistant Superintendent	K*						A	-	-	B
2. RELIGIOUS OBSERVANCES										
2.1. Worship and religious observances TR: AFIs 36-2706, 52-101	K*						A	B	-	-
2.2.Religious Diversity and Pluralism TR: AFI 52-101	K*						A	B	-	
2.3. Religious education TR: AFIs 36-2706, 52-101	K*						A	B	-	-
2.4. Prepare religious facilities in support of: TR: AFI 52-101	+									
2.4.1. Catholic Mass	5*						2b	-	-	-
2.4.2. Protestant Worship	5*						2b	-	-	-
2.4.3. Interfaith and ecumenical services	+						b	-	-	-
2.4.4. Funerals and memorial services	5*						b	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC
2. RELIGIOUS OBSERVANCES (con't)										
2.4.5. Baptisms	+						-	-	-	-
2.4.6. Weddings	+						-	-	-	-
2.5. Prepare neutral altar TR: AFI 52-101	5*						2b	-	-	-
2.6. Observe Chaplain Assistant supporting chapel activities TR: AFI 52-101	+						a	-	-	-
2.7. Clean and Service ecclesiastical appointments TR: AFI 52-101	K*						-	-	-	-
2.8. Manage facility schedule	K						A	c	-	-
2.9. Laity Programs	K*						B	-	-	-
2.9.1. Train laity to support religious programs TR: AFI 52-101	5						-	b	c	c
2.9.2. Advise chapel organizations & councils on procedures to obtain program support TR: AFI 52-101	7						-	b	-	c
2.9.3. Develop procedural guides for staff & laity TR: AFI 52-101	5						-	b	-	c
3. PASTORAL CARE										
3.1. Visitation Ministry TR: AFI 52-101	K*						B	B	-	-
3.1.1. Participates in visitation with chaplains when needed	5*						2b	c	-	-
3.2. Stewardship and social outreach TR: AFI 52-101	K*						B	B	-	-
3.3. Respond to emergencies TR: AFIs 52-101, 52-104, WMP I, Annex X	+*						-	-	-	-
3.3.1. Determine religious priorities for crisis (e.g. "spiritual triage" for casualties)	5*						2b	c	-	-
3.3.2. Obtain emergency ministrations	5*						b	c	-	-
3.3.3. Support humanitarian efforts	K*						A	B	-	-
3.4. Counseling Support TR: AFIs 44-153, 44-154, 52-101, MRE Rule 503										

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level (1) Course	B 5 Skill Level (2) CDC	C 7 Skill Level (1) Course	(2) CDC
3.4.1. Interpersonal skills & conflict management	K*						B	-	3c	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level (1) Course	B 5 Skill Level (2) CDC	C 7 Skill Level (1) Course	(2) CDC
3. PASTORAL CARE (con't)										
3.4.2. Rules of privileged communication and confidentiality	5*						B	c	b	-
3.4.3. Use screening procedures and interviewing techniques	5*						2b	c	3c	-
3.4.4. Use crisis management skills	5*						2b	c	-	-
3.4.5. Use suicide intervention skills	+*						2b	c	-	c
3.4.6. Critical Incident Stress Management	5*						A	B	B	c
3.4.7. Use referral procedures	5*						2b	c	-	-
3.4.8. Schedule appointments	+*						-	-	-	-
3.4.9. Take messages	5*						3b	-	-	-
4. READINESS AND DEPLOYMENTS										
4.1. Concept of contingency operations TR: JP 1-05, AFIs 10-402, 10-416, 10-403, 10-404, 32-4001, 34-501, 52-101, 52-104, AFMAN 10-401, USAF WMP-1, Annex X	K*						A	B	c	c
4.2. Develop religious support plans and annexes TR:										
4.2.1. Develop contingency support plan	7						-	b	3c	c
4.2.2. Prepare input to plans, annexes, and base support plans	7						-	b	3c	c
4.3. Establish operations TR:	+									
4.3.1. Locate facilities/sites	5*						a	c	-	-
4.3.2. Obtain field communication equipment	5*						b	b	-	c
4.3.3. Obtain resources to sustain operations	5*						a	b	-	c
4.3.4. Manage a base of operations	5*						1a	b	-	c
4.4. Operate field communication equipment TR:	+*						2b	-	-	-
4.5. Prepare field services TR: AFIs 52-101, 52-104	+									
4.5.1. Catholic	5*						2b	-	-	-
4.5.2. Protestant	5*						2b	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level (1) Course	B 5 Skill Level (2) CDC	C 7 Skill Level (1) Course	C 7 Skill Level (2) CDC
4.6. Prepare field documentation (i.e. events logs, after-action reports) TR:	5*							2b	b	-	c
4.7. Provides force protection for chaplains TR:	+*							2b	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	A Tng Start	B Tng Complete	C Trainee Initials	D Trainer Initials	E Certifier Initials	A 3 Skill Level (1) Course	B 5 Skill Level (2) CDC	C 7 Skill Level (1) Course	C 7 Skill Level (2) CDC
4. READINESS AND DEPLOYMENTS (con't)										
4.8. Protect Chaplain Service resources and assets TR:	5*						A	c	-	-
4.9. Provide religious cultural briefings TR:	5*						1a	b	-	c
4.10. Serve as mobility/disaster preparedness point of contact TR:	5*						A	b	-	-
5. MANAGEMENT AND SUPPORT PROCESSES										
5.1. Needs assessment for worship, rites, visitation, etc. TR:									B	
5.1.1. Conduct a needs assessment	5*						1a	b	2b	c
5.1.2. Evaluate results	5*						-	b	2b	c
5.1.3. Identify availability of religious resources	5*						-	b	2b	c
5.1.4. Recommend options	5*						-	b	2b	c
5.2. Counsel subordinates concerning personal matters TR:	7						-	-	2a	c
5.3. Initiate actions required due to substandard performance of personnel TR:	7						-	-	2a	c
5.4. Chaplain Service metrics TR: AFPD 52-1	7						-	b	-	-
5.5. HQ USAF/HC Reports TR: AFI 52-101	K						-	B	-	-
5.6. Manage special projects in support of chapel programs TR: AFI 52-101	7						A	b	-	c
5.7. Provide protocol support TR: AFR 900-6, USAF, MAJCOM, and local procedures	5						A	b	-	c

1. Tasks, Knowledge And Technical References	2. Core Tasks	A	B	C	D	E	A 3 Skill Level (1) Course	B 5 Skill Level (2) CDC	C 7 Skill Level (1) Course	C 7 Skill Level (2) CDC
5.8. Maintain personnel religious data listings TR: AFMAN 37-123, AFDIR 37-144, AFIs 37-132 & 52-101	+*						a	-	-	-
5.9. Maintain chapel public information boards TR: AFI 52-101	5						-	-	-	-
5.10. Maintain chapel religious literature displays TR: AFI 52-101	5						-	B	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC
5. MANAGEMENT AND SUPPORT PROCESSES (con't)										
5.11. Manage suspense system TR: AFMAN 37-126	5						a	c	-	-
5.12. Personal computer and automated systems TR:										
5.12.1. Use computer software	K*						A	-	-	-
5.12.1.1. Keyboarding NOTE: Ability to keyboard 20 GWPM required for 3-level	+*						3b	-	-	-
5.12.1.2. Wordprocessing	+						2b	-	-	-
5.12.1.3. Graphic presentation	+						1a	-	-	-
5.12.1.4. Automated forms and publications	+						2b	-	-	-
5.13. Prepare TR:										
5.13.1. Chapel program bulletins	5*						2b	-	-	-
5.13.2. Written communications	5*						2b	-	-	-
5.14. Maintain official documentation TR: AFMAN 33-326, AFDIR 37-144	5						-	-	-	-
5.15. Prepare publicity materials TR:	5*						2b	-	-	-
6. RESOURCES										
6.1. Total chapel budget process TR:	K*						A	B	c	c
6.2. Apply budget procedures TR:										
6.2.1. Appropriated funds	7						A	b	3c	c
6.2.2. Chaplain Service Funds	+*						A	B	-	c

6.3. Request Allowance Standard Retrieval System (ASRS) items (e.g. , ecclesiastical equipment, organs) TR:	5						-	b	-	-
6.4. Request non-personal services TR:	+						-	b	-	B
6.5. Prepare payment support documents and receiving reports TR:	+						-	b	-	-
6.6. Requisition religious education materials TR:	K						A	-	-	-

1. Tasks, Knowledge And Technical References	2. Core Tasks	3. Certification For OJT					4. Proficiency Codes Used To Indicate Training/Information Provided			
		A	B	C	D	E	A 3 Skill Level	B 5 Skill Level	C 7 Skill Level	
		Tng Start	Tng Complete	Trainee Initials	Trainer Initials	Certifier Initials	(1) Course	(2) CDC	(1) Course	(2) CDC
6. RESOURCES (con't)										
6.7. Basic accounting principles and software	5						-	b	C	c
6.8. Management and oversight of Chaplain Service Funds	7						-	c	3c	c
6.9. Request Facility: TR: AFIs, 32-1024, 32-1031, 32-9002, 52-101; AFPAMs 88-55, 32-1098	+									
6.9.1. Maintenance	5						-	b	-	-
6.9.2. Modification	+						-	-	-	c
6.9.3. New construction	+						-	-	-	c
6.10. Administer Management Controls TR: DOD D5010.38, DOD1, 5010.40, AFPD 65-2, AFI 65-201	+									
6.10.1. Internal controls	7						A	B	3c	c
6.10.2. Statement of Assurance	7						-	B	3c	c
6.11. Chaplain function manpower requirements TR: AFI 38-201; AFMS 105A	K						-	-	B	b
6.12. Obtain Reserve component support TR: AFI 52-101; AFMAN 36-8001	+						-	b	B	c
6.12.1. Maintain Reserve folders	+						-	-	b	-
6.12.2. Determine reserve position requirements for installations	+						-	-	b	-
6.12.3. Schedule Reserve tours of duty	+						-	-	b	-
6.13. Non-chaplain additional resource personnel documentation TR: AFI 52-101	K						-	B	-	b

6.14. Support Agreement Requirements TR: AFIs 25-501, 52-101	K						-	-	A	b

Section B - Course Objective List

4. Measurement. Measurement of each objective is indicated as follows: **W** indicates task or subject knowledge which is measured using a written test, **PC** indicates required task performance which is measured with a performance progress check, and **PC/W** indicates a separate measurement of both knowledge and performance elements using a written test and a performance progress check.

5. Initial Skills Course: The standard is 70% on written examinations. Standards for performance measurement are indicated in the objectives and delineated on the individual progress checklists. Instructor assistance is provided as needed during the progress check, and students may be required to repeat all or parts of the behavior until satisfactory performance is attained.

6. Proficiency Level. Most task performance is taught to the "2b" proficiency level which means the student can do most parts of the task, but does need assistance on the hardest parts of the task (partially proficient). The student can also determine step by step procedures for doing the task.

7. Course Objective Lists. Course objective lists may be obtained from the USAF Chaplain Service Institute, CPD/HC, 155 N. Twining St., Maxwell AFB, AL 36112-6429, or DSN 493-7705. Specify course M3ABR5R031 (Apprentice) or M3ACR5R071 (Craftsman).

Section C - Support Material

NOTE: There are currently no support material requirements. This area is reserved.

Section D - Training Course Index

8. Purpose. This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

9. Additional Air Force In-Residence Courses.

COURSE NUMBER	TITLE	LOCATION	USER
	Contingency Wartime Planning Course (Recommended for 5R0 personnel assigned to MAJCOM Readiness positions)	Maxwell AFB AL	AF
	Academic Instructor's School	Maxwell AFB AL	AF

10. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses: None

11. Exportable Courses: None

12. Courses Under Development/Revision: None.

13. Local Courses

COURSE NUMBER	TITLE	LOCATION	USER
	AF Trainer Course	Local Base	AF
	AF Certifier Course	Local Base	AF

14. Professional Certifications

14.1. Professional certification examinations document a person's level of competency and achievement in a particular area. Defense Activity for Non-Traditional Education Services (DANTES) has agreements with nationally recognized certification associations. Military personnel may already have the experience and knowledge required to gain certification in their occupational specialty. The following certifications, among others, are applicable to the 5R0X1 Chaplain Assistant career field.

> Certified Manager Program (Institute of Certified Professional Managers)
> Certified Administrative Manager Program (Institute of Certified Professional Managers)

14.2. DANTES does not currently fund these certification examinations. Contact the local Education Services Office for more information or go to DANTES website: http://voled.doded.mil/dantes/cert/calendar.htm

Section E - MAJCOM Unique Requirements

COURSE NUMBER	TITLE	LOCATION	USER
	Silver Flag Alpha	Indian Springs NV	ACC

To train Air Combat Command Chaplain Service personnel in advanced contingency survival and combat ministry skills that qualify as "just in time" training in preparation for possible deployments as part of an Air Expeditionary Force (AEF).

	Phoenix Readiness	Fort Dix NJ	AMC

To train Air Mobility Command Chaplain Service personnel to survive and operate in a Bare Base environment by developing and employing new methods of field ministry, force protection and providing a testing ground to integrate new equipment.